

OFFICE OF SENATOR LISA MURKOWSKI
2008 HIGH SCHOOL
INTERN APPLICATION

Senator Lisa Murkowski
709 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-6665
(202) 224-5301 - FAX

OVERVIEW

Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend a month in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, month-long sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a significant level of maturity and responsibility from all our interns. Interns will live on their own and be able to explore Washington D.C. on their own time.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer. Please be aware that we have a zero tolerance policy for alcohol and drug use. Interns who violate this policy will be sent home at their own expense.

WHO MAY APPLY

Senator Murkowski's intern program is open to Alaskan high school students completing their senior year.

QUALIFICATIONS

We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We assume interns are capable young Alaskans who realize their actions reflect upon their family, the State and the Senator.

WHEN

There are two sessions, lasting four weeks each. The first session runs from June 9 – July 4, 2008, and the second session runs from July 7 – August 1, 2008. You should designate which session you would prefer to attend on the application. You may participate in one session only.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, composing articles for the intern newsletter, and accompanying Senator Murkowski and her staff during their daily routine.

Interns will have the opportunity to attend a number of educational tours and events. Past events have included visits to the National Zoo, the Smithsonian Museums, Gettysburg battlefield, the Baltimore Aquarium and many more.

EXPENSES

The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session.

Interns are responsible for the cost of housing. Housing will cost about \$1400.00 per intern for the session, payable by the interns before their arrival. While the housing is costly, the location of GWU and the kitchenettes will considerably lower the daily expenses for the interns.

Interns will be required to pay for transportation to and from Washington D.C. Travel plans will be coordinated by Senator Murkowski's office.

Daily transportation to and from the office via the Metro will be provided by the office. Interns can plan on spending approximately \$25/day on food. However, interns can significantly lower the cost of food by purchasing groceries and using the kitchenettes in their rooms.

SALARY

Interns will be paid a stipend of \$1,375 per two week period, for a total stipend of \$2,750. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes.

The stipend is paid out of the office budget and will defray costs incurred from housing and air travel. However, interns must come financially prepared for their daily expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely on their paychecks.

ELIGIBILITY

In order to be eligible for employment by the U.S. Senate you must be either a U.S. citizen or a national of a country currently allied with the United States. If you are not a U.S. citizen please contact Senator Murkowski's Washington D.C. office to verify your eligibility.

HOW TO APPLY

We are seeking a variety of active and enthusiastic Alaskans from all over the State to fill a total of twenty positions. Since there are more applicants than positions available, please apply as soon as possible. The attached application must be received no later than April 14, 2008. Faxed applications are preferred.

**Senator Lisa Murkowski
Attn: Zach Olson
709 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-5301 (fax)**

Applicants will be notified of selection before April 30, 2008. Additional applications or information can be obtained by writing the above address, by downloading them from: www.murkowski.senate.gov, or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665.

Please Note:

To ensure that applications are received in a timely manner, please fax your application to our office, if possible. Mail security screenings have significantly slowed our mail delivery, and applications received late will not be considered.

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Personal Information

Name (last, first) M / F

Social Security Number

Street Address

City State Zip Code

Mailing Address (If different)

City State Zip Code

Home phone () Email

Date of Birth Place of Birth Years lived in Alaska?

Mother's Name Work phone ()

Father's Name Work phone ()

Session applying for First Session ☐ Second Session ☐ Either ☐

You may attend only one session

The first session is from **June 9 to July 4** and the second session is **July 7 to August 1**

Education

High School

Address

GPA Graduation date

Extracurricular Activities

Honors or Awards

Special Skills

Post High School Plans and Intended Course of Study

Employment History

Please begin with most recent employer

1. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Name of Supervisor

Title/Duties

2. Employer

Dates of employment

Address

City

State

Zip code

Phone ()

Name of Supervisor

Title/Duties

Recommendations

Please include one letter of recommendation.

References

Please list three references who have known you at least two years.

1. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

2. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

3. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

Essay Questions

On an additional sheet of paper, please answer the following two essay questions. Each response should be limited to 300 words.

Why do you want to be an intern in the Office of Senator Lisa Murkowski?

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office?

What person has most inspired you in your life, and why?

In responding to this question please explain why you chose this individual and what influence they have had on your life and your decision to pursue this internship.

Consent

The information given above is complete and accurate to the best of my knowledge:

Applicant's signature

Date

For parents/guardians of intern applicants:

I have read the attached information and I grant permission for _____
_____ to participate in the program if accepted.

Parent or Guardian's signature

Date

Applications must be received no later than April 14, 2008. Faxed applications are preferred.

Send completed applications to:

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